

King County Employee's Exit Guide

If you leave King County employment there are things you need to know and do. This guide provides information and forms, and lists tasks to complete to help you through the process.

For additional information:

- ? Review the Important Facts booklet (copy available at www.metrokc.gov/ohrm/benefits/all/bookacc.htm)
- ? Check www.metrokc.gov/ohrm/benefits/all/lvemp.htm
- ? E-mail kc.benefits@metrokc.gov
- ? Call 206-684-1556 (the number to call for alternate formats, too) or
- ? Attend an Exit Class (check the Web site, e-mail or call for details).

Here's what's inside ...

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Although we've made every effort to ensure this guide is accurate, provisions of official plan documents and contracts will govern in the case of discrepancy. As explained in the plan and Important Facts booklets available at www.metrokc.gov/ohrm/benefits or by request from Benefits & Well-Being, the benefit program is subject to review and may be modified or terminated at any time for any reason. This guide does not create a contract of employment between King County and any employee.



Section 1: Leaving Employment -- How the Process Works

When you leave employment, you give written notice to your supervisor. If your personnel unit does not have its own form, you may use the termination notice included in this guide (Section 13). Depending on the form you use, you or your supervisor informs your payroll clerk/personnel representative and Benefits & Well-Being you are leaving.

Your termination notice lets your payroll clerk/personnel representative:

- ? Know what to do with your final paycheck
- ? Know where to mail your final W-2 form
- ? Enter your status change into the payroll system (the payroll system, in turn, reports your status change to the Washington State Department of Retirement Systems and T. Rowe Price, the deferred compensation plan administrator)
- ? Submit a retirement service award request form, if you're retiring, so you receive a commemorative plaque and personal letter from the King County Executive.

Your termination notice also lets Benefits & Well-Being know where to:

- ? Send this guide (if you don't already have a copy)
- ? Have Associated Administrators Inc., the COBRA/retiree benefits administrator, send information about continuing your health benefits.

After the payroll system reports your change in status to the Department of Retirement Systems and T. Rowe Price:

- ? You can contact DRS about what to do with your retirement contributions
- ? T. Rowe Price contacts you about what to do with your deferred compensation funds (if you participate in the plan).

It can take up to several months after first giving notice to make final arrangements for health coverage, retirement system contributions and deferred compensation funds. To speed the process along, make sure your change in status is entered into the payroll system as quickly as possible!

- † **Tasks**
- ☐ *Submit a termination notice to your supervisor at least two weeks before leaving. If your personnel unit does not have its own form for this purpose, use the termination notice included with this guide (Section 13). Provide supervisor-signed copies of the notice to your payroll clerk/personnel representative and Benefits & Well-Being.*
 - ☐ *Check with your payroll clerk/personnel representative after giving notice to make sure your status change has been entered into the payroll system and, if you're retiring, a retirement service award request form has been submitted.*
 - ☐ *If you're a represented employee, check with your union to see if there are any union-related tasks to complete.*

Section 2: Bus Pass/ID/Keycard & Other County Property

Return your employee bus pass/ID/keycard and other county property in person or by certified mail to your supervisor by your last day of employment.

If you retire from the Metro Transit Division of the Department of Transportation, you may be eligible for a retiree bus pass through your union agreement.

- † **Tasks**
- ☐ *Return your employee bus pass/ID/keycard, keys and other county property (keys, cell phones, special equipment, etc.) to your supervisor by your last day of employment.*
 - ☐ *If you retire and are eligible for a retiree bus pass, you'll need copies of your last Department of Retirement Systems statement and the DRS letter confirming receipt of your application to retire (Section 9) to get the pass. For details, contact Metro Transit Human Resources in the King Street Center at 206-684-1179.*

Section 3: Final Paycheck & W-2 Form

Your final paycheck is issued two weeks to a month after you leave work, depending on when your last paid day of employment falls in the payroll cycle. You specify how you want to receive your final paycheck on your termination notice. Your final W-2 form is mailed to you at the end of January the year after you leave.

If you've been with King County for at least six months, your final paycheck includes pay for unused vacation leave.

If you leave but don't retire, you lose sick leave accruals. However, sick leave accruals are restored if you return within two years and were in good standing when you left.

If you retire, your final paycheck includes pay for unused sick leave -- generally \$.35 on the dollar, though rates may vary under different union agreements.

- † **Tasks**
- ☐ *If you have payroll deductions for savings, loans or flexible spending accounts taken from your paycheck, contact the recipients to make other payment provisions 30 days before leaving.*

<i>King County Credit Union</i>	<i>www.kccu.com</i>	<i>206-382-1888</i>
<i>MetroPacific Credit Union</i>	<i>www.mpccu.com</i>	<i>206-623-6580</i>
<i>Associated Administrators Inc.</i>	<i>flex@aai-tpa.com</i>	<i>1-800-334-4340</i>
 - ☐ *If you retire and are a Transit employee, provide a copy of your last DRS statement and a copy of the DRS letter confirming receipt of your application to retire (Section 9) to your payroll clerk/personnel representative as soon as possible. The statement and letter are required to cash out unused sick leave.*
 - ☐ *Your termination notice (Section 13) lets you specify how to handle your final paycheck and where to mail your W-2 form and COBRA/retiree benefits information. If you move after submitting the termination notice, be sure to provide your payroll/personnel representative with an updated mailing address.*

Section 4: COBRA

Eligibility

If you have county health coverage on your last day of employment, coverage continues through the end of the month you leave. When county-paid coverage ends, you and your covered family members may self-pay to continue coverage under COBRA, provided your employment ends for reasons other than gross misconduct.

Generally, you may continue health coverage under COBRA for up to 18 months. However, if you leave employment due to a disability (as determined by Social Security), you may be eligible to continue coverage for up to 29 months.

When Benefits & Well-Being receives your termination notice (Section 13), the information is transmitted to Associated Administrators Inc., King County's third party COBRA administrator, and AAI contacts you regarding your COBRA options. You have 60 days from the date of the letter AAI sends you notifying you of your COBRA options to make your elections. If you choose to continue health coverage, there is no lapse in coverage -- self-paid benefits must begin when county-paid benefits end, even if retroactive processing and payments are required.

Plan Options

If you elect COBRA, you may continue the same health coverage you had on your last day of employment or drop some coverage (with certain restrictions), but you may not add new coverage.

If you're a regular employee or a part-time Local 587 employee in Plan 2 (and had the coverage on your last day), you may pay to continue:

- ? Medical, dental and vision
- ? Medical only
- ? Dental and vision (only if you were opted out of medical on your last day of employment).

If you're a part-time Local 587 employee in Plan 1 or 3 (and had the coverage on your last day), you may pay to continue:

- ? Medical, dental and vision
- ? Medical and dental
- ? Medical and vision
- ? Medical only
- ? Vision only.

If you're a deputy sheriff (and had the coverage on your last day), you may pay to continue:

- ? Medical/vision and dental
- ? Medical/vision only
- ? Dental only.

When you elect to continue medical coverage under COBRA, you may not change plans until the next open enrollment, with one exception. You may change medical plans between open enrollments if you:

- ? Relocate out of your current plan's coverage area
- ? Provide proof of your new permanent address and
- ? Enroll in another King County plan that provides coverage in your new location.

If you elect COBRA between the King County open enrollment period and following January, AAI provides you open enrollment information and the opportunity to change medical plans effective Jan. 1.

Family Coverage Options

You may continue covering the same family members who were covered on the last day of your employment or you may drop any of them from coverage at any time.

You may add new family members for coverage if you have a qualifying event and contact AAI within 60 days of the event. For example:

- ? Marriage or establishment of a domestic partnership
- ? Significant change in your spouse/domestic partner's coverage through his/her employment
- ? Birth or placement for adoption of a child
- ? Placement of a foster child
- ? Qualified Medical Child Support Order.

Family members covered on your last day of employment have their own COBRA rights if they lose coverage through you. However, family members added after you elect COBRA coverage do not have separate COBRA rights, except for newborns and newly adopted children (see Important Facts booklet).

When Coverage Ends

COBRA ends when King County no longer provides health coverage to any employees or when you or your family members:

- ? Fail to make the required payments within 30 days of the due date
- ? Become entitled to Medicare benefits after electing COBRA
- ? Reach the end of your maximum COBRA coverage period
- ? Are no longer disabled as determined by Social Security and have exhausted 18 months of COBRA coverage or
- ? First become covered under another group health plan after the date of your COBRA election (unless the plan limits or excludes coverage for a preexisting condition of the individual continuing coverage).

When you are no longer covered under COBRA, you may:

- ? Convert your King County group medical plans to individual plans by contacting your carriers (coverage and costs of converted medical plans may differ from group plans; conversion is not available for dental and vision)
- ? Purchase individual coverage.

† **Tasks** ☐ AAI contacts you regarding COBRA options within 30 days of when you leave, but feel free to contact them for details at aaicobra@aai-tpa.com or 1-800-320-2915.

- ☐ If you lose COBRA coverage, contact your plan carrier to convert from your group medical plan to an individual plan or contact Statewide Health Insurance Benefits Advisors (SHIBA) for assistance finding other individual coverage.

KingCare (Aetna/Ethix)	www.kingcare.com	1-800-654-3250
PacifiCare	www.pacificare.com	1-800-932-3004
VM/GH Alliant	www.ghc.org/web/health_plans/alliantselect/index.jhtml	1-800-358-8815
Regence BlueShield	www.regence.com	1-888-344-8234
Group Health	www.ghc.org	1-888-901-4636
SHIBA	www.shiba.org	1-800-397-4422

Section 5: Retiree Benefits

Eligibility

You qualify for retiree benefits if you:

- ? Have county health benefits on your last day of employment
- ? Have worked for King County for at least five consecutive years before you retire
- ? Formally retire (service or disability)
- ? Are not eligible for Medicare and
- ? Are not covered under another group plan.

If you have county health coverage on your last day of employment, coverage continues through the end of the month you leave. When county-paid coverage ends, you and your covered family members may self-pay to continue coverage under retiree benefits if you meet all of the qualifications listed above.

Retiree benefits are an alternative to COBRA. If you elect retiree benefits you waive your COBRA rights. You need to consider these differences in choosing between retiree and COBRA benefits:

Retiree Benefits		COBRA
Health coverage available	Medical and vision (regular and part-time Local 587 employees); Medical/vision (deputy sheriffs)	Medical, dental and vision (regular and part-time Local 587 employees); Medical/vision and dental (deputy sheriffs)
Length of time coverage is available	Until you become eligible for Medicare	18 months maximum (29 months if you leave employment due to a disability as determined by Social Security)
Change medical plans between open enrollments	No	Yes, if you move from your coverage area, provide proof of a new permanent address and enroll in another county plan with coverage in your new location

When Benefits & Well-Being receives your termination notice (Section 13), the information is transmitted to Associated Administrators Inc., King County's third party retiree benefits administrator, and AAI contacts you regarding your retiree benefit options. You have 60 days from the date of the letter AAI sends you notifying you of your retiree benefit options to make your elections. If you choose to continue health coverage, there is no lapse in coverage -- self-paid benefits must begin when county-paid benefits end, even if retroactive processing and payments are required.

Plan Options

If you're a regular or part-time Local 587 employee and elect retiree benefits, you may pay to continue the same health benefits you have on your last day of employment except for dental; dental is not available under retiree benefits. You may drop some coverage (with certain restrictions), but you may not add new coverage. You may continue:

- ? Medical and vision
- ? Medical only

If you're a deputy sheriff in LEOFF 1, the medical/vision coverage you had on your last day of employment continues, paid by King County. You may pay to continue medical/vision coverage for any dependents who were covered on your last day. Dental is not available.

If you're a deputy sheriff in LEOFF 2, you may pay to continue the medical/vision coverage you had on your last day of employment except for dental; dental is not available under retiree benefits.

If you elect retiree benefits between the King County open enrollment period and following January, AAI provides you open enrollment information and the opportunity to change medical plans effective Jan. 1.

Family Coverage Options

You may continue covering the same family members who were covered on the last day of your employment or you may drop any of them from coverage at any time.

You may add new family members for coverage if you have a qualifying event and contact AAI within 60 days of the event. For example:

- ? Marriage or establishment of a domestic partnership
- ? Significant change in your spouse/domestic partner's coverage through his/her employment
- ? Birth or placement for adoption of a child
- ? Placement of a foster child
- ? Qualified Medical Child Support Order.

Family members covered on your last day of employment have COBRA rights if they lose coverage through you. However, family members added after you elect retiree benefits coverage do not have COBRA rights, except for newborns and newly adopted children. (If you elect retiree benefits for yourself and family and become eligible for Medicare, die, divorce or terminate a domestic partnership, or a dependent child loses "dependent child" status, family members who lose coverage due to the event may pay to continue their retiree benefits under COBRA for up to 36 months. See Important Facts.)

When Coverage Ends

Retiree benefits end when King County no longer provides health coverage to any employees or when you or your family members:

- ? Fail to make the required payments within 30 days of the due date
- ? Become entitled to Medicare benefits after electing retiree benefits or
- ? First become covered under another group health plan after the date of your retiree benefits election (unless the plan limits or excludes coverage for a preexisting condition of the individual continuing coverage).

- † **Tasks**
- ☐ AAI contacts you regarding retiree benefit options within 30 days of when you leave, but feel free to contact them for details at aaicobra@aai-tpa.com or 1-800-320-2915.
 - ☐ If you become eligible for Medicare benefits and need supplemental insurance, contact Statewide Health Insurance Benefits Advisors (SHIBA) for assistance at www.shiba.org or 1-800-397-4422.

Section 6: Self-Pay Rates

Monthly rates for COBRA and retiree benefits are based on what King County pays to provide the same coverage to active employees, and are subject to periodic adjustment. To figure your monthly cost, use the tables below (DP = Domestic Partner).

The rate for dependent child(ren) applies to one child or several, as long as you or your spouse also elect coverage for yourself. If you or your spouse do not elect coverage for yourself, the first child pays the same rate as you and the dependent child(ren) rate applies to all additional children. Each non-dependent child pays the same rate as you.

Regular & Part-Time Local 587 Employees

Benefit Plan		You	Spouse/DP	Dependent Child(ren)
KingCare (Aetna/Ethix) Basic Medical	2001	\$ 236.99	\$ 236.99	\$ 189.59
	2002	\$ 272.83	\$ 272.83	\$ 218.26
KingCare (Aetna/Ethix) Preferred Medical	2001	\$ 278.81	\$ 278.81	\$ 223.04
	2002	\$ 320.97	\$ 320.97	\$ 256.77
PacifiCare Choice Medical	2001	\$ 259.12	\$ 259.10	\$ 207.32
	2002	\$ 287.78	\$ 287.75	\$ 230.24
PacifiCare HMO Medical	2001	\$ 224.42	\$ 224.41	\$ 179.53
	2002	\$ 249.24	\$ 249.24	\$ 199.39
VM/GH Alliant Medical Regular & PT Local 587 Plan 2*	2001	\$ 243.42	\$ 243.43	\$ 194.76
	2002	\$ 292.18	\$ 292.19	\$ 233.76
VM/GH Alliant Medical PT Local 587 Plan 1 & 3*	2001	\$ 211.10	\$ 211.11	\$ 168.88
	2002	\$ 253.38	\$ 253.43	\$ 202.70
Washington Dental Service COBRA Only	2001	\$ 52.40	\$ 52.40	\$ 41.92
	2002	\$ 55.48	\$ 55.48	\$ 44.38
Vision Service Plan	2001	\$ 8.23	\$ 8.23	\$ 6.58
	2002	\$ 8.78	\$ 8.78	\$ 7.03

* Alliant charges different rates for regular/part time Local 587 Plan 2 and part-time Local 587 Plan 1/3 participants due to different utilization and experience ratings.

Deputy Sheriffs

Benefit Plan		You	Spouse/DP	Dependent Child(ren)
Regence BlueShield Medical/Vision	2001	\$ 240.07	\$ 240.07	\$ 209.00
	2002	\$ 240.07	\$ 240.07	\$ 209.00
PacifiCare Medical/Vision	2001	\$ 296.90	\$ 237.52	\$ 192.96
	2002	\$ 329.74	\$ 263.79	\$ 214.31
Group Health Medical/Vision	2001	\$ 160.93	\$ 182.88	\$ 168.05
	2002	\$ 218.17	\$ 247.93	\$ 227.82
Washington Dental Service COBRA Only	2001	\$ 50.68	\$ 50.68	\$ 40.55
	2002	\$ 56.76	\$ 56.76	\$ 45.41

Section 7: Life, AD&D & LTD Insurance

If you have life, accidental death and dismemberment or long term disability insurance when you leave employment, coverage continues through the end of the month you leave. You may convert these group policies to individual policies, but you need to call the carriers and apply within 30 days of when your group coverage ends.

- † **Task** ☐ *If you wish to convert from group to individual policies, call within 30 days of when your group coverage ends.*

Life (Aetna) 1-800-523-5065

AD&D (CIGNA) 206-625-8655

LTD (Standard) 1-800-628-8600 x6526

Section 8: Flexible Spending Accounts

Health Care FSA

If you leave employment you may continue participating in your Health Care FSA (contributing to the account and requesting reimbursements) through the end of the calendar year as long as you elect to continue the FSA under COBRA. You have until March 31 of the following year to submit reimbursement requests for expenses incurred during the calendar year while under COBRA.

If you leave employment and do not continue your Health Care FSA under COBRA, your participation in your FSA ends the day you leave employment. You have until March 31 of the following year to submit reimbursement requests for expenses incurred through the date you leave.

Dependent Care FSA

If you leave employment your participation in your Dependent Care FSA ends the day you leave employment. You have until March 31 of the following year to submit reimbursement requests for expenses incurred through the date you leave.

- † **Task** ☐ *If you have FSAs, contact AAI for more information before you leave at flex@aai-tpa.com, 1-800-334-4340 (phone) or 1-800-979-8987 (fax).*

Section 9: State Retirement System

The Washington State Department of Retirement Systems is automatically notified by the King County payroll system when you leave employment, but you need to contact DRS 60 to 90 days before you leave. This allows DRS time to send you information about retirement contribution options and process the option you choose as soon as possible after you leave.

If You Retire

If you retire, ask DRS for:

- ? A schedule of their retirement planning seminars (DRS recommends attending a seminar two to five years *before* you retire, but it's never too late!)
- ? An estimate of your retirement benefits
- ? An application for retirement.

After you submit your application for retirement, DRS sends you a letter confirming its receipt. Then, shortly before you retire, DRS sends you another letter confirming your retirement benefit.

If you're a Transit employee, you'll need copies of your estimate of retirement benefits (or last DRS statement) and the DRS letter confirming receipt of your application to retire to apply for a retiree bus pass and cash out unused sick leave.

If You Leave But Don't Retire

If you leave King County employment but don't retire, you have three options:

- ? Leave your contributions in your DRS plan
- ? Transfer your funds directly from your plan to a qualified tax-deferred retirement account -- like an IRA
- ? Withdraw your contributions (you'll need a withdrawal of retirement contributions form from DRS).

If you have 60 service credit months in your retirement system plan, you're eligible for a retirement benefit when you qualify to retire. Withdrawing your contributions before you qualify for retirement cancels your rights to retirement benefits unless you:

- ? Return to employment with King County or another DRS-participating employer
- ? Restore your withdrawn contributions (with interest) within five years of your reinstatement or prior to retirement, whichever comes first.

To withdraw retirement contributions, submit a withdrawal of retirement contributions form to DRS. It can take DRS 60 to 90 days after you leave to issue the check.

† **Tasks** ☐ *Contact DRS 60 to 90 days before you leave at www.wa.gov/drs/member/index.htm or 1-800-547-6657.*

☐ *If you are a member of the City of Seattle Retirement System, call 206-386-1292.*

Section 10: Deferred Compensation

T. Rowe Price, King County's deferred compensation administrator, is automatically notified when you leave employment and sends you information explaining your deferred compensation options:

- ? If you have \$5,000 or less in your account, you must withdraw your funds in a lump sum or transfer them to another plan
- ? If you have more than \$5,000 in your account, you can withdraw your funds in a lump sum, partial lump sums, installments or an annuity; transfer them to another plan; or keep them in the current plan.

Designate your option on the forms included in the information T. Rowe Price sends. You have 60 days after receiving the forms to return them. If you choose to withdraw your funds, you receive them within 60 days after you return the forms. If you do not return forms, your funds are automatically distributed in a lump sum payment.

(To maximize your return on deferred compensation investments, planning *before* you leave employment is highly recommended. If you have time before leaving, attend one of King County's quarterly deferred compensation planning seminars. For details, check www.metrokc.gov/ohrm/benefits/all/dcsem.htm or call T. Rowe Price.)

- † **Task** ☐ *T. Rowe Price should contact you regarding your deferred compensation plan options within 60 days of when you leave, but if they don't, contact T. Row Price at rps.troweprice.com/kingcounty/retirementplan/index.html or 1-888-457-5770.*

Section 11: Other Things to Know & Do

Affirmative Action Questionnaire

If you leave employment, please complete and return the Affirmative Action Questionnaire (Section 12) to Diversity Management Services in the Office of Human Resources Management. Information gathered through the questionnaire helps King County monitor affirmative action efforts.

† **Task** ☐ *Complete and return Affirmative Action Questionnaire (Section 12) before you leave.*

Making Life Easier & Employee Assistance Programs

The Making Life Easier Program offers free and confidential personal counseling services (24 hours a day, seven days a week) to all benefit-eligible employees, dependent family members (whether home or away) and anyone living in your household:

- ? Up to eight personal counseling sessions with a professional counselor
- ? Advice for coping with the stress of transition
- ? Credit and legal consultation
- ? Mortgage assistance
- ? Child care resource and referral
- ? Mildly sick child care
- ? Adult and elder care
- ? Health and wellness information.

If you are laid off, Making Life Easier Program services are available to you up to 60 days after you leave employment.

When personal problems begin to affect your work, additional help is available from the specially trained counselors of the Employee Assistance Program.

† **Tasks** ☐ *Contact the Making Life Easier Program anytime you need assistance at 1-888-874-7290.*
☐ *Contact the Employee Assistance Program counselors when personal problems begin to affect your work. Call 206-684-1556.*

Career & Employment Counseling

The Career & Employment Center in the King Street Center offers career counseling services at no charge -- whether you stay with King County or leave:

- ? Reference and resource materials
- ? Internet access
- ? Skills assessment
- ? Resume writing
- ? Training for job searches, interviewing and using computers.

† **Task** ☐ *Contact the Career & Employment Center at www.metrokc.gov/kcdot/jobs/center/ or 206-263-6484, or stop by the King Street Center location 9 a.m.-4 p.m. M-F.*

Dislocated Worker Program

If you are laid off, the King County Dislocated Worker Program offers resources and referrals to help find other employment. Program services include assessment, referral, training, career counseling and job search assistance. Services are available at WorkSource locations in Auburn, Bellevue, Renton, and Seattle (three locations).

- † **Task** ☐ *Contact the Dislocated Worker Program at www.metrokc.gov/dchs/csd/worktraining/dislocated.htm or 206-205-3500.*

Unemployment Insurance

If you leave employment with King County for reasons other than retirement, you may qualify for unemployment insurance. To find out, contact Washington State Employment Security.

- † **Task** ☐ *Contact Washington State Employment Security after you leave at www.wa.gov/esd/, 206-766-6000 (in Seattle) or 1-800-362-4636 (outside Seattle).*

Social Security

If you leave employment due to a disability or are 62 or older, contact the Social Security Administration regarding your eligibility for benefits.

- † **Task** ☐ *Contact the Social Security Administration before you leave at www.ssa.gov or 1-800-772-1213.*

Section 12: Affirmative Action Questionnaire

Confidential

The information on this form is used for statistical reporting purposes. Names and specific incidents are not used to identify individuals unless approval is given in writing to do so. Please return this form to:

Office of Human Resources Management
Attn: Diversity Management Services
Yesler Building YES-HR-0530
400 Yesler Way, Seattle WA 98104-2683

Name _____ Race _____ Sex ☐ M ☐ F Disabled ☐ Yes ☐ No

Position _____ Dept _____ Div _____

Length of time position held _____ Length of time in career/civil service _____

Reason for leaving (if leaving for another job, state where) _____

Do you feel you were given adequate training to do your present job? _____

Do you feel King County provided opportunities to meet career development needs? _____

Do you feel you were given fair consideration for promotion within King County and your department? _____

Do you feel there was adequate support and acceptance demonstrated by coworkers? _____

By supervisors? _____

Do you feel there was adequate communication from upper-level management and supervisors to you and coworkers? _____

Would you work for King County or your department again or recommend King County employment to others? _____

Do you feel King County has made an affirmative effort to hire and promote women and minorities in all King County positions within your department and throughout King County employment?

Other comments you may wish to make _____

Employee Signature _____

Date _____

Section 13: Termination Notice

If your personnel unit does not have its own form for providing written notice, use this termination notice when you leave employment.

- ? Submit this form to your supervisor. Have your supervisor sign the form.
 - ? Provide copy of supervisor-signed form to your payroll clerk/personnel representative to ensure correct payroll system data entry and delivery of your final paycheck and W-2 form.
 - ? Mail or fax copy of supervisor-signed form to Benefits & Well-Being to ensure COBRA/retiree benefits notification. The address is Yesler Building YES-HR-0500, 400 Yesler Way, Seattle 98104-2683. The fax number is 206-684-1925.
-

† **Employee**

Last Name _____ First _____ MI _____

Soc Sec No or Payroll ID _____ Paid ☐ Semi-monthly (5th & 20th)
☐ Bi-weekly (Every Other Thursday)

Mailing address for final paycheck (unless other handling specified below), W-2 and COBRA/retiree benefits information:

Street _____ Apt No. _____

City _____ State _____ ZIP _____

Don't mail final paycheck; instead _____

Home Phone (_____) _____ Other Phone (_____) _____

Department _____ Division _____

Work Phone (_____) _____ Mail Stop _____

Your Last Day on Paid Status (this is your employment termination date) _____

I have formally applied for retirement ☐ Yes ☐ No Last Day at Work Location _____

The information I have provided is correct and complete. I understand I must return all county-owned property (bus pass/photo ID/keycard, keys, cell phones, special equipment, etc.) in my possession by my last day at work.

Employee Signature _____ Date _____

† **Supervisor**

Reason Employee Leaving _____

Position Type ☐ Career Service ☐ Term-Limited ☐ Temporary
☐ Appointed ☐ Provisional ☐ Other _____

Last Name _____ First _____ MI _____

Work Phone (_____) _____ Mail Stop _____

I confirm the dates the employee has provided for the employment termination date, last day on paid status and last day at work location and all information I have provided are correct.

Supervisor Signature _____ Date _____